

CIA INTERNAL USE ONLY

14 August 1962

MEMORANDUM FOR: Comptroller

SUBJECT : Valid Obligations

1. The time has come for the Audit Staff to review the fiscal year 1962 obligations in order for you to certify (as a part of the 1964 budget submission) that the reported obligations are valid in accordance with 31 U.S.C. 200. There have been occasions in the past when this certification has been made with "tongue in cheek".

2. Attached for your information is an article on valid obligations prepared for possible use in the Support Bulletin. Some of us (including the Chief of the Audit Staff) feel that a handbook should be prepared for use by those originating obligations. Such a handbook should contain a complete description of what constitutes a valid obligation and, to the extent possible, illustrations of proper documentation. We have made a start in collecting material for a handbook but intervening assignments have delayed further work on the project. I recommend that a task group (with representatives from the Budget, Finance, and Fiscal Divisions) be appointed to finish the project.

STATINTL

*Orig. w/att. to  
AC/Fiscal on  
10/10/62 - att. to  
be revised for  
"Support Bulletin"  
per R.H.F.*

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